



*Gloucestershire College is advertising this role on behalf of Gloucestershire Professional Services (GPS).*

## About the Role – Employment Details

Post Number	A132
Job Title	Student Records and Data Lead
Salary	£31,457.54 - £33,472.35
Contract Type	Permanent – 37 hours per week
Campus	Gloucester
Department	Student Programmes Office
Reporting To	Student Data Manager
Holiday	32 days annual leave increasing to 37 days after 5 years of service
Pension	People's Pension – 4%-5% matched

## About the Role – Meet the Team

Student Data team is made up of 18 Data Administrators and two supervisors. We cover all three campuses but are based at the Gloucester Campus (by Gloucester Quays) and work predominately in the office.

Our responsibilities include setting up course timetables, maintaining student records, and making sure everything is accurate and up to date. We are also the main point of contact for staff, parents and employers, answering queries about attendance, references, personal data etc... In this role, we handle admin tasks and manage data using various college systems.

Our office is completely paperless, and all our processes are now electronic. We help with events like enrolment and open days, create reports when needed, and work closely with other teams across the college. It's a mix of problem-solving, multitasking, and supporting different departments to keep everything running smoothly for our students.

## About the Role – Duties and Responsibilities

- To deputise for Student Data Manager as required
- To supervise and mentor the work of the data administrators within the Student Data team, fostering a culture of continuous learning and collaboration.
- Manage staff performance and behaviours through appraisals and other processes that are clearly linked to GC Values, College KPIs and targets.
- Lead on and oversee annual training of enrolment staff, and oversee the student enrolment process
- Build and maintain good relationships with Head of Schools, provide support and be the main point of contact for resolving any issues related to timetables, student attendance or disciplinarys
- To support activities relating to the setting up and maintenance of the curriculum, student enrolments and any alterations to their records.





- Ensure student records are maintained accurately and within ILR return deadlines, providing support to the ILR Manager in relation to the return and any data queries.
- Ensure PDSAT, and other data quality, reports are reviewed and any issues resolved in a timely manner
- Identify and develop efficient and streamlined cross college processes
- Regularly assess the performance of the SPO team and systems, implementing improvements where necessary
- Support Student Data Systems Specialist with building and maintaining custom business application using Power Apps to address organisational needs, enhance efficiency and automate workflows.
- Support Student Data Systems Specialist with implementing automated workflows using Power Automate to streamline manual processes and reduce errors.
- Provide guidance and training to cross college staff on SPO systems and processes, assisting in troubleshooting and resolving issues
- Support the development and updating of contract paperwork.
- Undertake auditing of student records and contract compliance in line with funding regulations. Provide reports on non-compliance and areas for development.
- To organise the collation of evidence for internal and external audits.
- Keep up to date with funding regulation changes and contract compliance changes
- Work closely with other cross-college services such as Exams, Student Services or Finance
- To support the Data Protection Officer (DPO) and the Deputy DPO to ensure the college's compliance with the latest Data Protection Legislations, and the collation of information for any Subject Access Requests.
- To ensure the personal information held within the department is kept securely in accordance with Data Protection legislations.
  - Support curriculum events (such as enrolment, induction, awards ceremonies, open evening etc.) where required

## About the College – Our Expectations

- Take an active part in the performance review process.
- Comply with all relevant Health & Safety regulations and assist the College in the implementation of its own Health & Safety Policy.
- Comply with and actively promote the College's Equality and Diversity Policy.
- Comply with and actively promote the College's Safeguarding Policy and Practices.
- Support the College's sustainability policies and recognise the shared responsibility of carrying out duties in a resource efficient way.
- Participate in enrolment.
- Undertake a first-aid qualification and participate in the first aid rota, as required.
- Undertake any other relevant duties as specified by your line manager commensurate with the level of this post.

## About You

### Our Shortlisting Criteria

#### Essential

- Experience of improving processes and procedures within a busy office environment to reduce errors and improve efficiency





	<ul style="list-style-type: none"> <li>– Experience in the use of word processing, spreadsheet and database software. Skilled in using Microsoft Word, Excel and Power point</li> <li>– Proven recent experience in leading administrative teams within a customer focused organisation.</li> <li>– Equality and diversity and Safeguarding training or willingness to undertake.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>– Up to date knowledge of Data Protection Legislation</li> <li>– Experience of office administrative procedure</li> <li>– Experience and knowledge of procedures and activities specific to an administrative office in an educational institution.</li> <li>– Management qualification at L3 or above, or the willingness to undertake.</li> </ul>

**The Perfect Person for us will demonstrate**

<b>Abilities</b>	<ul style="list-style-type: none"> <li>– Lead and inspire a team of administrators.</li> <li>– Proactive problem solver, able to examine complex data sets to identify and provide solutions</li> <li>– Excellent negotiation and team working skills</li> <li>– Advanced IT skills with close attention to detail</li> <li>– Excellent verbal and written communication skills</li> </ul>
<b>Job Circumstances</b>	<ul style="list-style-type: none"> <li>– Able to travel between college sites (if required)</li> <li>– Undertake any training required for the role</li> <li>– Hold an Enhanced DBS check or be willing to undertake a check.</li> <li>– This job description outlines the main duties at the time it was written. Tasks may change, but the role's overall nature and responsibility remain the same. These changes are normal and don't justify a change in the post's grading.</li> </ul>

